

23 June 1960

MEMORANDUM FOR: Deputy Director/Plans

THROUGH: Deputy Director/Intelligence

SUBJECT: Availability of NIS Materials at Field Stations

REFERENCE: Trip Report--Period 4 January - 26 March 1960

1. In the course of my recent trip, I observed that Agency field stations showed no general pattern of NIS use. Some found the NIS of considerable value and were aware of relevant published NIS materials. Most did not have any systematic method for keeping abreast of NIS holdings or of other published NIS which might prove useful.

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2. As a starter, I suggest that Chiefs of Station be supplied with copies of the "NIS Reference Guide" and receive regularly the "NIS Quarterly Production Report." [redacted] holdings of NIS are not infrequently in use by various officers, it is further suggested that Chiefs of Station may find it convenient to establish their own files of relevant NIS as is done by [redacted]. At minimum, they should have their own copies of NIS Chapters I (Brief) and related Chapter I Annuals on their posted and contiguous countries.

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3. It would be mutually helpful, I believe, if you could designate a member of your staff to discuss this matter more fully with me.

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[redacted]
Assistant Director
Basic Intelligence

Distribution:

- O & 4 - addressee (DD/I)
- 1 - Travel Report
- 1 - Use of the NIS
- 1 - chrono

11/25/80